

**FEDERAL PUBLIC DEFENDER  
EASTERN DISTRICT OF OKLAHOMA**

**POSITION ANNOUNCEMENT  
PANEL ADMINISTRATOR**

The Federal Public Defender for the Eastern District of Oklahoma is accepting applications for the position of Panel Administrator. The federal defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. § 3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

**Job Description and Qualifications:** The Panel Administrator provides the Criminal Justice Act (CJA) panel a full range of panel management services and assists the Defender and the CJA Resource Counsel in coordinating panel appointments, maintenance of panel lists and appointment records, preparation and review of panel forms and vouchers, and perform all other duties as assigned.

To qualify for the position of Panel Administrator, a person must be a high school graduate or the equivalent with a minimum of three years general criminal law office experience and one year of specialized experience. Candidates should be proficient in Microsoft Word, Adobe Acrobat and Microsoft Excel.

**Salary and Benefits:** Federal salary and benefits apply. Starting salary ranges from JSP 7 to 13, depending on experience. All employees are subject to mandatory electronic fund transfer (direct deposit) for payment of net pay. The selected candidate will be subject to a background check as a condition of employment.

**How to Apply:** To be considered for this position, qualified persons may apply by submitting a letter of interest and resume (with at least three personal and professional references) to Julia O'Connell, Federal Public Defender at [OKNresumes@fd.org](mailto:OKNresumes@fd.org).

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS ARE FILLED.**

**The Federal Public Defender is an Equal Opportunity Employer**